

Vendor Return Policy Assessment Inquiry

[Your Name]

[Your Position]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Vendor's Name]

[Vendor's Company Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

I hope this message finds you well. I am writing to request information regarding your return policy for products supplied to us. As part of our ongoing vendor assessment, we want to ensure that we fully understand the terms and conditions surrounding product returns.

Specifically, we would appreciate details on the following:

- Return timeframe
- Conditions for returns
- Restocking fees, if applicable
- Process for initiating returns

Your prompt response will assist us in our evaluation and help us maintain a strong partnership. Thank you for your attention to this matter. We look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]